

Chairman Crowley called the meeting to order at 8:00 a.m. Present for today's meeting were Secretary Richards, Vice-Chairman Bluemke, Commissioner Falstad and Commissioner Schoepke. Others present: Val Ramos, Airport Administration; Andrew Groth, Control Tower; Kurt Stanich, Airport Operations Assistant; Joe Cottrell, Hangar owner; Harry Becker, Atlantic Aviation; Keith Markano, Airport Manager; Linda Witkowski, Dept of Admn; Laurie Stein, Stein's Aircraft Services; Andrew J Kanehl, airport tenant; Ray Dalman, Atlantic Aviation; Jennifer Dorow, Attorney for Stein's Aircraft Services; Dave Broadfoot, hangar owner; Brian Behrens, Spring City Aviation; and Michael Stein, Stein's Aircraft Services.

**Approve/modify meeting minutes of September 9, 2009** – A motion to approve the minutes of September 9, 2009 was made by Commissioner Falstad with a second by Commissioner Schoepke. The motion passed.

**Public comment/correspondence** – None

**Discussion and action Assignment of Lease 2317 Aviation Drive from Mach I (Paul Walter) to Andy Kanehl** – Mr. Markano informed the Commission that Corporation Counsel reviewed the assignment documents and said they were fine. Mr. Markano said Mr. Kanehl has six months to submit hangar construction plans to the Commission for approval. A motion to approve the assignment contingent upon Mr. Kanehl submitting hangar construction plans for approval was made by Secretary Richards with a second by Vice-chairman Bluemke. The motion passed.

**Presentation by Stein's Aircraft Services LLC on proposal to offer aeronautical services from Select Leasing Inc Hangar (2651 Aviation Drive)** – Prior to today's meeting the Commission received a copy of a letter from Mrs. Stein on this agenda item. Mr. Markano informed the Commission that Stein is planning on moving from the Atlantic hangar to the Select Leasing hangar to provide aircraft maintenance and other aeronautical services at the airport. Mrs. Stein said this move was made because they needed more space. She said utilizing the Select hangar would provide the necessary space needed for their business interests. Mrs. Stein said SAS (Stein's Aircraft Services) meets the criteria of the Minimum Standards to provide these services. Chairman Crowley asked if they would be making any changes to the hangar. Mrs. Stein said changes would not be made. Secretary Richards asked why action was not being taken at today's meeting. Mr. Markano replied the covenants need modifying to meet the Stein's request to use the Select hangar in the corporate area. He said Corporation Counsel needs more time to look into this. Commissioner Schoepke said this is very important and should be done as quickly as possible to answer the request by SAS. Mr. Markano said he would meet with Corporation Counsel to find out what information is necessary from SAS and Select Leasing to make changes to the corporate area covenants. Mr. Markano said County Board approval would most likely be required. Chairman Crowley called on Brian Behrens. Mr. Behrens said he also requested to provide these services at the airport in 2002 and was denied. Mr. Markano said this was denied because it was not consistent with the covenants for that area of the airport. The services offered were in a gated area with no landside access. He said the Select hangar provides landside access. Vice-chairman Bluemke asked about the terms of agreement would be. Mr. Markano said the operating agreement would be SAS subleasing the Select hangar. Chairman Crowley encouraged Mrs. Stein that the Commission would move aggressively with their request to use the Select hangar for business purposes. Mrs. Stein said they would be moving into the Select hangar November 1, 2009. Secretary Richards said this was very positive for the airport. Commissioner Schoepke asked if the Commission would meet as a group with Corporation Counsel on the covenants and SAS request. Mr. Markano said all information on this subject would be provided to the Commission for review. Attorney Dorow asked for a timeline on this to set a meeting date and requested a closed session to provide a business plan from SAS. She would like to meet as soon as possible because her clients will be moving soon. Vice-chairman Bluemke said it was not the responsibility of the Commission to rush to action to meet the self-imposed November 1 moving date and said the Commission must do this in an orderly fashion. Chairman Crowley said Mr. Markano will meet with Corporation Counsel to work on this agenda item and the aim is to do this properly and not a rush job. Chairman Crowley said this was not an "apples to apples" regarding Mr. Behrens comment to the Commission. Commissioner Falstad informed Mr. Markano the next County Board meeting was scheduled for October 27. Chairman Crowley said thank you to Mrs. Stein, Mrs. Dorow and Mr. Behrens for their time to attend this meeting. Commissioner Schoepke asked if the Commission would meet before the next scheduled meeting to discuss the covenant changes, services offered, amendment to lease, and operating agreement for services out of the Select hangar. Chairman Crowley called on Joe Cottrell. Mr. Cottrell said the Commission is loose on policy instead of by exception saying the fuel issue is very broad. Chairman Crowley said the Airport Master Plan provides opportunities for the airport to grow. Vice-chairman Bluemke said there are no changes to policies, the Commission has used these all along and they have worked out very well. Mr. Markano said the covenants cover what occurs in the various hangar areas and are

up for review in ten years. Chairman Crowley said the master plan would be a future agenda item. End of agenda item.

**Discussion and action on Airport Marketing Plan** – Mr. Markano said he received two marketing proposals from Carroll University. Copies of these plans were given to the Commission at the meeting. Mr. Markano said Carroll University would be working on the 75<sup>th</sup> Airport Anniversary and the airport economic impact projects. Carroll University provided a timeline for these projects. The Commission was impressed with the proposals submitted by Carroll University. Secretary Richards asked if they would be working with others groups on these two projects. Mr. Markano said Carroll University would be in contact with others. Discussion only, no action taken.

**Discussion and action on airport fuel sales** – Mr. Stanich reviewed the fuel reports. He said sales for the month of September were up but year to dates sales down. Mr. Markano said Waukesha was in better shape than other facilities in the state. The Commissioners were given a copy of Vice-chairman Bluemke's comments regarding Mr. Hamby's, Atlantic Aviation, response to fuel costs at the airport. Mr. Markano said a letter from Atlantic Aviation with fuel discounts would be included in the first quarter mailing of land lease invoices for 2010. Chairman Crowley said the Commission accomplished what they set out to do about fuel prices at the airport and he expressed appreciation to Mr. Becker of Atlantic Aviation and Mr. Markano for their help on this fuel issue. Vice-chairman Bluemke said Atlantic did a good job in responding to the Commission and said now it was up to the pilots to decide where they would purchase their fuel. Commissioner Schoepke said the Commission should know how the pilots would respond to their fuel issue. Chairman Crowley said the newsletter would provide this back to the Commission. Mr. Markano said another survey would go out again to airport users. Mr. Becker said, "If the planes aren't flying, then fuel sales are not being made." Mr. Broadfoot said that self-fueling at the airport was still an issue. He said pilots could self-fuel at fuel dispensers. He said Hartford does this and it works out fine. He asked the Commission to look into this. Chairman Crowley asked Mr. Markano to look into this and report to the Commission. Mr. Markano asked where a good location for self-fueling would be on airport grounds. Commissioner Schoepke agreed self-fueling should be looked into and an area where this could be located. Discussion only, no action taken.

**Chairman's report** – Chairman Crowley said he met with the County Executive, Corporation Counsel and Mr. Markano regarding the personal property assessments and the presentation by the City of Waukesha at the last Commission meeting. There is nothing the Commission or the County can do about the assessments. He suggested a letter be sent to airport tenants about this, and to keep communication open for comments/feedback from them.

**Airport Manager's report** – Regarding the aircraft model on display in the lobby, Mr. Markano said the presentation on the eve of the opening was not well attended. The digital voice recorder in the control tower needs to be replaced. This will be done on a request for proposal and the closing date will be October 20, 2009. Approximate cost for this equipment is \$15,000, but the airport will be reimbursed for this purchase because it is eligible for federal funding. Installation of this equipment will be done as soon as possible. There have been no incursions at the airport since the last Commission meeting. Chairman Crowley asked if there was a penalty given at the last incursion. Mr. Markano said none was issued. There is an ordinance that says the Sheriff's department has to come to the airport to issue this citation. Chairman Crowley said a citation should have been issued to the driver. Vice-chairman Bluemke and Commissioner Falstad said there should be a change to this ordinance. Mr. Stanich said the tenant's code was removed immediately and he can no longer use it.

**Future Commission agenda items** – Fuel and marketing plan.

Motion to adjourn by Secretary Richards with a second by Vice-chairman Bluemke. Motion passed.

Meeting adjourned at 9:47 a.m.

Next Regular Commission Meeting: November 11, 2009.

Respectfully submitted

Duane Bluemke  
Vice-chairman  
October 14, 2009